

February 24, 2023**RECRUITMENT ANNOUNCEMENT
HUMAN RESOURCES MANAGER****Position Pay Range:**
\$88,574.17 - \$126,285.60
Excellent Benefits Package**Open Until Filled****Who We Are**

The Salem Area Mass Transit District, known locally as Cherriots, is a successful and highly regarded public transportation system. We are a mission-minded, values-driven organization that strives every day to deliver a world-class customer experience. We provide local, regional, and paratransit service throughout Marion and Polk counties. But we're not just about transportation. We're improving lives by increasing access to jobs, shopping, and educational opportunities along with providing businesses with access to a larger workforce. We also assure people that they will be able to access recreational, social, faith-based, and other activities, without the need of a car.

About the Role

Under the leadership of the Chief Human Resources Officer, this role will be responsible for managing a dynamic department focused on creating a positive center of influence within the agency. You will undertake a wide range of tasks such as implementing a new Enterprise Resource Planning system (ERP), implementing the Cherriots strategic plan, and taking steps to weave Diversity, Equity and Inclusion into the very fabric of our culture. Additionally, the Human Resources Manager will be a member of the Senior Leadership Management Team. If you have a passion for HR, are an inspiring leader, and are excited about taking your skillset to the next level, this is the role for you.

How You Will Make an Impact

- Partners with the Chief Human Resources Officer to develop and lead strategic initiatives in the attainment of division goals, objectives, systems, and budget.
- Supervises team of HR professionals and designates work assignments.
- Establishes strong working relationships and positively influences leadership teams in areas of change management and cultural transformation.
- Acts as a trusted resource in the effective resolution of employee relations issues through counseling on conflict resolution, performance coaching, disciplinary action, and termination. Additional employee relations responsibilities include conducting investigations with clear documentation and follow-through. Responds to EEOC / legal claims.
- Manages the administration process of health and welfare, retirement, and other benefit plans demonstrating a thorough knowledge.
- Manages the full-cycle, end-to-end recruitment and selection process through creative sourcing, developing community recruiting relationships, and hosting career fairs to attract and retain top talent. Develops metrics to gauge the effectiveness of processes and recommends alternate strategies based on evolving needs.
- Manages the compensation and benefits process to include trend analysis, researches and proposes competitive base and incentive pay, paid time off, and teleworking programs to ensure the organization attracts and retains top talent.
- Manages the effort to facilitate an objective, merit-based performance evaluation process.
- Manages the implementation of employee engagement activities including workplace surveys and recognition events. Seeks out creative methods of increasing employee retention, raising morale, and improving organizational culture.
- Manages the facilitation and monitoring of compliance processes with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Manages learning and development programs and initiatives that provide internal development opportunities for employees.
- Ensures a “world class” onboarding experience to new hires that bonds them to the organization.
- Maintains awareness of legislation affecting human resources and labor relations. Ensures compliance with all federal, state, and local employment laws.
- Establishes and maintains a positive work environment for all employees.
- Performs additional duties as assigned.

What You Will Need to Be Successful in this Role

- At minimum, a bachelor's degree in Human Resources, Psychology, or Business Administration.
- At minimum, five years of professional experience in increasingly progressive Human Resources roles, including leading HR teams within a high-volume, fast-paced, and dynamic organization.
- Professional in Human Resources (PHR) or Society for Human Resource Management (SHRM) certification desirable. Master's degree highly desirable.
- Highly proficient with Microsoft Office Suite and Google Suite. Experienced with HRIS and ATS.
- Experience with system integrations required.
- Past experience navigating labor union environment preferred.
- Exposure to Diversity, Equity and Inclusion initiatives highly desirable.
- Excellent verbal, written, communication, presentation, and critical thinking skills.
- Understands the importance of building professional relationships and providing good customer service to internal business partners.
- Self-starter who is comfortable navigating ambiguous situations and exercising good judgment.
- Strong time management skills and ability to navigate competing priorities in a fast-paced environment.
- Highly analytical and detail-oriented with excellent organizational skills.
- High degree of cultural awareness, integrity, tact and, most importantly, confidentiality.
- Solid knowledge of employment law and regulations.

Special Requirements

- No criminal conviction which may, in the sole judgment of the District, constitute a threat to property or the safety of others.

Working Conditions

- Duties are performed in both an office and field setting. Must travel occasionally to attend meetings and conferences.
- May have to occasionally lift or move objects weighing 25 – 30 pounds.

To apply please submit the application to our Human Resources Department.

Applications may be submitted in person, by email, fax, or mail. Cherriots is not responsible for lost or delayed mail.

To obtain an application:

- ❖ Email: You may request that an application and recruitment announcement be sent to you by emailing recruitment@cherriots.org. Application materials will be sent via email.
- ❖ Internet: You may download application materials in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Salem Area Mass Transit District's careers page. Refer to specific current job opportunities of interest at our website: Cherriots.org/careers.
- ❖ Telephone: You may request that an application be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via email or mail.
- ❖ Fax: You may request that an application be sent to you by faxing the Human Resources Department at 503-361-7532.
- ❖ Mail: You may request an application via mail.

Cherriots
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

Equal Opportunity Employer

As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. We are committed to providing reasonable accommodations to applicants and employees who need them because of a disability or practice or in observance of their religion, absent undue hardship.



SALEM AREA MASS TRANSIT DISTRICT
Exempt, Non-Bargaining Benefits

as of 7/1/2022

At time of hire

- **Medical and Prescription Insurance** - your choice of Regence Blue Cross Blue Shield or Kaiser Permanente - premium is 100% paid by District
- **Vision and Hearing Insurance** - Ameritas - premium 100% paid by District
- **Dental Insurance** - Delta Dental / MODA - premium 100% paid by District
- **Health Retirement Account** - HRA VEBA - \$1,000 provided by District annually
- **Sick Leave** - 3.70 hours, accrued bi-weekly
- **Admin Leave** - 2.47 hours, accrued bi-weekly
- **Vacation Leave** - Accrued bi-weekly, accrual schedule starts at:
0-2 years of service | 3.08 hours bi-weekly | 10 days per year
- **10 Paid Holidays per year**
 - New Year's Day
 - Martin Luther King Jr. Day
 - Presidents Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Christmas Day
- **Employee Assistance Program (EAP)** - Confidential assistance with personal problems
- **Universal Bus Pass** - Ride Cherriots' Buses for free

- **Long Term Disability Insurance** - Reliance Standard
- **Life Insurance, Accidental Death & Dismemberment Insurance** - Reliance Standard
 - \$50,000 for employee - 100% paid by District
 - \$2,000 for spouse - 100% paid by District
 - \$1,000 for dependents - 100% paid by District
- **Employee Retirement Profit Sharing Plan** - MissionSquare Retirement
 - The District contributes 5% of employee's earnings, and;
 - The District matches up to 5% of employee 457 contributions
- **Family Bus Pass** - Eligible dependents ride Cherriots' buses for free

MORE
BENEFITS





SALEM AREA MASS TRANSIT DISTRICT
Voluntary Employee-Optional Benefits
(Employee Funded)

- **Voluntary Supplemental Life Insurance** - Reliance Standard
 - Guaranteed issue of \$100,000 for employee, \$10,000 for spouse
- **Deferred Compensation Plan** - MissionSquare Retirement
- **Legal and Identity Protection** - LegalShield and IDShield
- **Flexible Spending Account (FSA)** - Professional Benefits Services

NOTE:

This is only a summary of benefits provided by Salem Area Mass Transit District for employees and dependents and should not in any way be construed as the full information on these benefits. For further details and requirements, please refer to Personnel Policies and Contracts of Insurance.